



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON  
Allan O'Shea  
VICE-CHAIRPERSON  
Edward Haik

Ken Hilliard  
Ervin Kowalski  
Jim Krolczyk  
Glenn Lottie  
Carl Rutske

CLERK  
Marilyn Kliber  
(231) 723-3331  
CONTROLLER/ADMINISTRATOR  
Thomas Kaminski  
(231) 398-3500

## WAYS & MEANS COMMITTEE

Tuesday, May 12, 2009  
8:30 A.M.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### AGENDA

- 1) 8:30 A.M. - Finance Report - Jeri Lyn Prielipp, Financial Assistant
- 2) Review and consideration of recommending payment of the following FY 2008/09 appropriations and miscellaneous invoices:

#### Miscellaneous Appropriations:

- A) Review and consideration of a request from the Manistee Conservation District to release \$7,000 as Manistee County's contribution to the Household Hazardous Waste and Clean Sweep Collection. This appropriation is budgeted in the County's General Fund under line item # 101 957 969.044. (APPENDIX A)

#### Invoices:

- A) Consideration of an invoice dated May 1, 2009 from Northern Michigan Substance Abuse Services, Inc. (NMSAS) in the amount of \$21,165. This invoice represents 50% of the substance abuse portion of the Convention Facility Development Fund (Cobo Hall Liquor Tax). The Northern Michigan Substance Abuse Services, Inc. is a designated regional substance abuse coordinating agency serving Manistee County. Section II of Public Act 2 of 1986 states that "the proceeds received by the taxing unit shall be distributed to the coordinating agency designated for that county pursuant to Section 6226 of Act 368 of the Public Acts of 1978, being Section 33.6226 of the Michigan Compiled Laws, to be used only for substance abuse prevention and treatment programs in the county from which the proceeds originated." According to the check stub received from the State of Michigan, this payment is a distribution of Convention Facility Tax Funds collected in January, February and March 2009. The next payment is projected to occur on July 31, 2009. The July payment will distribute the revenues collected in April through June 2009. (APPENDIX B)
- 3) Review and consideration of a resolution imposing 2009 summer tax levy, pursuant to Public Act 357 of 2004 and Notice of Certification of County Allocated Tax Levy. (APPENDIX C)
- 4) Review and consideration of a request from Peggy Falk, Equalization Director, to transfer \$4,345 from the Equalization Department Contingency Surplus Fund # 216 000 390.008 to the General Fund for the purpose of purchasing a Trimble GEO XT handheld GPS receiver. The total cost for this unit is \$4,745. \$400 of this expense will be paid from



the Equalization Department Equipment Line Item in the General Fund. This unit will be used by the appraisers when they are out in the field gathering information for the Equalization studies. This unit will replace the distance meter that had previously been installed in the County truck. (NOTE: The Equalization Department Contingency Surplus Fund has a balance of \$5,324.70.) (APPENDIX D)

- 5) 9:00 A.M. - Susan Wagner, County Planner, will appear before the Committee to propose amendments to the Manistee County Enhanced Access fee schedule. (APPENDIX E)
- 6) Miscellaneous Information/Discussion Items.
  - A) Allan O'Shea, Board Chairman, will appear before the Committee for discussion regarding economic development related issues.
  - B) Discussion regarding correspondence received from the Gift of Life organization, dated April 17, 2009 (third notice). (APPENDIX F)
  - C) Discussion regarding 2009/10 budget calendar. (APPENDIX G)
  - D) Update on GIS partnership proposal.
- 7) Other Items from Committee Members.
- 8) Adjournment.

[rnh:\agendas\W & M 051209]





MANISTEE  
CONSERVATION DISTRICT

**Manistee Conservation District**

8840 Chippewa Highway (U.S. 31)  
Bear Lake, Michigan 49614-9400  
(231) 889-4761 Fax (231) 889-4020

**RECEIVED**

MAY 05 2009

May 5, 2009

Manistee County  
Attention: Tom Kaminski, County Controller/Administrator  
415 Third Street  
Manistee, MI 49660

Dear Mr. Kaminski:

It is my understanding that the County Commissioners have included in this year's budget, the contract for services for the Household Hazardous Waste and Clean Sweep collection in the amount of \$7,000.00. If in fact my understanding is correct I am requesting that payment be made to the Manistee Conservation District (the HHW fiduciary) for this contract in the month of June.

This funding will assist the Manistee, Mason/Lake, and Oceana Conservation Districts in being able to conduct a third annual Household Hazardous Waste & Clean Sweep collection day in this 3 county region. The overwhelming response last two years of the constituents in this 3 county area and especially in Manistee County indicated that the continuation of this collection, even with the increased disposal costs this year we are able to maintain our funding requests of last year. Our limiting factor for the collection continues to be funding which is due to the high disposal costs of \$1.08 per pound. With the anticipated increased need for disposal the hours of collection will remain from 9 am until 2 pm on August 15<sup>th</sup> this year. The collection site remains at the County's Road Commission garage.

The contract that you have provided the Manistee Conservation District this year is an integral portion of why we can offer this aforementioned service and it can be held on a "no fee" basis to the constituents of Manistee County. Protecting and conserving our valuable natural resources in Manistee County for future generations is the responsibility of all of us. I would like to thank you for your assistance with this protection and conservation.

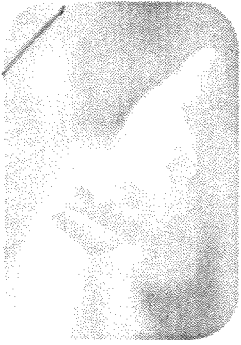
Sincerely,

Jay Raupp  
Administrator

*Managing Our Natural Resources*

All Conservation District programs and services are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, handicap, height or weight.





# NMSAS

Northern Michigan Substance Abuse Services, Inc.

(APPENDIX B)

*building resources,  
guiding services,  
restoring hope*

May 1, 2009

Russell A. Pomeroy, Manistee County Treasurer  
Manistee County  
415 Third Street  
Manistee, MI 49660

Dear Mr. Pomeroy:


Northern Michigan Substance Abuse Services, Inc. (NMSAS) is the designated regional substance abuse Coordinating Agency serving Manistee County.

Please accept this letter as the invoice for the substance abuse portion of the Convention Facility Development Funds (Cobo Hall Liquor Tax). The amount of this invoice is \$21,165.00 for October. Section II of Public Act 2 of 1986 states that "The proceeds received by the taxing unit shall be distributed to the Coordinating Agency designated for that county pursuant to Section 6226 of Act 368 of the Public Acts of 1978, being Section 33.6226 of the Michigan Compiled Laws to be used only for substance abuse prevention and treatment programs in the county from which the proceeds originated."

If you have any questions regarding this invoice please do not hesitate to contact either Anita Lawnichak or myself at (989) 732-1791.

Sincerely,

*Received*  
 $\begin{array}{r} \$42,330 \\ \times 50\% \\ \hline \$21,165 \end{array}$

  
Dennis M. Priess  
Executive Director



(APPENDIX C-1)



# Manistee County Board of Commissioners

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**RESOLUTION IMPOSING 2009 SUMMER PROPERTY TAX LEVY  
PURSUANT TO PUBLIC ACT 357 OF 2004,  
AND NOTICE OF CERTIFICATION OF COUNTY ALLOCATED TAX LEVY**

At a regular meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 19<sup>th</sup> day of May, 2009.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**WHEREAS**, Manistee County is authorized under the General Property Tax Act, Public Act 206 of 1893, as amended, to levy and collect County allocated property taxes; and

**WHEREAS**, the General Property Tax Act has been amended by Public Act 357 of 2004, being MCL 211.44a, to require all Michigan Counties to impose a summer tax levy, with the summer tax levies for 2005 and 2006 to be in the amount of 1/3 and 2/3, respectively, of the total County allocated tax, with the full amount of the County allocated tax to be levied and collected as a summer tax levy in 2007 and each year thereafter;

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to Public Act 357 of 2004, the Manistee County allocated tax shall be levied and collected on July 1, 2009, at the full amount allocated after application of the "Headlee" millage reduction fraction, or 5.4615 mills; and

**BE IT FURTHER RESOLVED**, that Manistee County will comply with MCL 141.412, "Notice of Hearing for Proposed Budget" and Section 16 of the Uniform Budgeting and Accounting Act, MCL 141.436, to fulfill requirements for "Truth in Taxation", MCL 211.24e; and

**BE IT FURTHER RESOLVED**, that this resolution constitutes certification of the levy of the County allocated tax and authorized collection of the County allocated tax on July 1, 2009, at the full amount allocated after application of "Headlee" millage reduction fraction, or 5.4615; and

**BE IT FURTHER RESOLVED**, that the Treasurer of each Township and City in Manistee County is directed to account for and deliver the full amount of County allocated tax collections for 2009 in accordance with the provisions of Public Act 357 of 2004; and

**BE IT FURTHER RESOLVED**, that the County Clerk shall deliver a copy of this resolution by first class mail to the Treasurer of each Township and City in Manistee County.



STATE OF MICHIGAN       )  
                                  )ss.  
COUNTY OF MANISTEE     )

I, Marilyn Kliber, County Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Manistee County Board of Commissioners at its regular monthly meeting held on the 19<sup>th</sup> day of May, 2009 by the following vote:

YEAS:

NAYS:

NOT VOTING:

I further certify that the foregoing Resolution is a true, correct and complete transcript of the original of said Resolution appearing on file and of record in my office. I further certify that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the County of Manistee this 19<sup>th</sup> day of May, 2009.

CLERK OF THE COUNTY COMMISSION  
MANISTEE COUNTY, MICHIGAN

\_\_\_\_\_  
Marilyn Kliber, County Clerk





**EQUALIZATION DEPARTMENT**

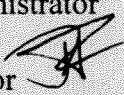
Manistee County Courthouse

415 Third Street • Manistee, Michigan 49660-1606 • 231-723-5957

(APPENDIX D-1)

Date: May 8, 2009

To: Tom Kaminski, Controller/Administrator

From: Peggy Falk, Equalization Director 

Re: Request for transfer of Funds

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The Equalization Department would like to purchase a Trimble GEO XT handheld GPS receiver. This unit will be used by the Appraisers when they are out in the field gathering information for the Equalization Studies. This unit will replace the distance meter that had been installed in the County truck in the past.

I had Ginny do extensive research on the product that would be the best for our use. She consulted with Chad Collins the GIS coordinator in Wexford County. Chad had stated that he had really good luck with purchases through Michigan Surveyors Supply Inc. Also, if we have any problems with the unit MSSI will furnish us a replacement unit to use if ours needs to be repaired at any time. Mark Terhove of MSSI has been our contact person. He gave us quotes for 3 GPS receivers from our requested specifications. The prices for the 3 units were \$ 5,825, \$4,745 and \$2,945. Through Chad's advice we decided to go with the mid-range priced unit of \$4,745.00. This unit will give us what we need and will measure within 4 inches of the targeted area.

For this purchase I am requesting that the Ways & Means Committee transfer \$4,345 from the Equalization Dept. contingency fund #~~3550~~. There is currently only \$400 in the equipment fund.

2/6



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# **MICHIGAN Surveyors**

**SUPPLY, INC.**

5700 Aurelius Road - Suite 500  
Lansing, MI 48911  
Tel: (517) 319-6500  
Tel: (800) 440-6500  
Fax: (517) 319-6505

*Sales • Leasing • Rentals • Service*

Ginny Martz  
Manistee County Equalization Department  
415 Third Street  
Manistee, MI 49660  
Phone: (231) 723-5957  
Fax: (231) 398-3531  
[gmartz@manisteecountymi.gov](mailto:gmartz@manisteecountymi.gov)

May 7, 2009

Ginny,

We are pleased to submit this quotation for your consideration.

## Trimble Geo XT Handheld GPS Receiver

Stock #	Description	Qty.	Price
79000-20	Trimble GeoXT (2008 Series) Standalone System	(1ea.)	\$ 4,045.00
Includes	70950-20 GeoXT Handheld		
	70970-00 Support Module		
	70926-00 Power Supply with Adapters		
	EGL-Z1002 Screen Protectors, Ultra-Clear (2)		
	55995-00 USB Cable		
	70990-00 Stylus Kit		
	38599 Pouch		
	70930-00-ENG Quick Start Guide		
	70940-00 Getting Started CD		
	70945-00 Handstrap Kit		
51039	ESRI ArcPad Version 8 Software	(1ea.)	\$ 700.00
			<b>Total Price \$ 4,745.00</b>

## Optional Software

46837-09	Trimble GPSCorrect for ESRI ArcPad Software	(1ea.)	\$ 445.00
52726-04	Trimble Analyst for ESRI ArcGIS Desktop Software	(1ea.)	\$ 1,795.00

Continued



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*Pricing is contingent upon your agency agreeing to purchase off the Oakland County cooperative contract (Document # USCTY-487). Oakland County has allowed any local or state agency within the state of Michigan to purchase off this contract and achieve special rates. For more information about cooperative purchasing contracts, please visit the following link:*  
[http://www.oakgov.com/purchasing/cooperative\\_purchasing/](http://www.oakgov.com/purchasing/cooperative_purchasing/)

*For Trimble MGIS equipment please fax orders to Heather Langdon @ 720-294-7728.*

*Trimble Navigation Ltd  
Oakland County Cooperative Contract ID# 487  
Attn: Heather Langdon  
5475 Kellenburger Rd  
Dayton OH 45424-1013  
Tel: 720-587-4566  
Fax: 720-294-7728*

*When submitting your purchase order please put "In care of Michigan Surveyors Supply" on the fax cover page or in the comments section. Please also fax a copy to Michigan Surveyors Supply @ 517-319-6505 Attn: Mark TenHove*

**Delivery, Freight Charges & Warranty**

Delivery time is estimated at 14 days upon receipt of written order. Please specify on your order how and where you want the order shipped. There is a one-year warranty on hardware and Software, and a 90-day warranty on firmware, batteries and cables.

Thank you for the opportunity to quote. This quote is valid for 30 days. If at any time you have questions about any products and services that you feel may benefit you, please contact me at your convenience.

Respectfully,

Mark TenHove  
Michigan Surveyors Supply  
Cell: (517) 282-6583  
[mtenhove@michigansurveyorssupply.com](mailto:mtenhove@michigansurveyorssupply.com)



# Mapping and GIS System Components

D-4

**HOW TO CHOOSE:** To choose the components of a mapping and GIS system, first consider the accuracy level required by your GIS. Then determine whether your crews need real-time accuracy while in the field. Once you've decided on the field computer that meets your requirements, you can choose supported field and office software to suit your needs. Use the table below to put together a system that's optimized for your working environment. For detailed specifications refer to the relevant datasheet.

FIELD COMPUTERS WITH GPS	GeoXM™ handheld 2008 series	GeoXT™ handheld 2008 series	GeoXM™ handheld 2008 series	Trimble® Nomad™ G series	Trimble Recon® GPS XC edition	Juno™ series
Accuracy: post-processed	10 / <30 cm*	<1 m	1-3 m	2-5 m	2-5 m	2-5 m
Accuracy: real-time	10 / <30 cm*	<1 m	1-3 m	2-5 m	N/A	2-5 m
H-Star™ technology-capable	Yes	No	No	No	No	No
EVEREST™ multipath rejection	Yes	Yes	No	No	No	No
Integrated GPS and field computer		Yes		Yes	Yes	Yes
Integrated SBAS		Yes		Yes (WAAS)	No	Yes
Integrated beacon		Optional Bluetooth® Beacon receiver		No	No	No
Integrated OmniSTAR		No		No	No	No
NMEA output		Yes*		Yes	Yes	Yes
RTCM input		Yes		No	No	No
Operating system		Windows Mobile® 6		Windows Mobile 6	Windows Mobile 6	Windows Mobile 6.1
Processor		520 MHz XScale processor		806 MHz XScale processor	400 MHz XScale processor	533 MHz Samsung processor
Memory (RAM)		128 MB		128 MB	64 MB	128 MB
Screen size		8.9 cm / 3.5"		8.9 cm / 3.5"	8.9 cm / 3.5"	8.9 cm / 3.5"
Screen details		Portrait TFT color touch screen 480 x 640 pixels (VGA)		Portrait TFT color touch screen 480 x 640 pixels (VGA)	Portrait TFT color touch screen 240 x 320 pixels (QVGA)	Portrait TFT color touch screen 240 x 320 pixels (QVGA)
Data storage		1 GB		6 GB	256 MB	128 MB
CompactFlash slots		0		1 (800GL and 800GX)	1	0
SD (Secure Digital) slots		1 (SD / SDHC)		1 (SD / SDIO)	0	1 (microSD / microSDHC)
Alphanumeric data entry		Soft input panel (SIP) on screen keyboard, Transcriber handwriting recognition		Soft input panel (SIP) on screen keyboard, Transcriber handwriting recognition, Numeric keypad	Soft input panel (SIP) on screen keyboard, Transcriber handwriting recognition	Soft input panel (SIP) on screen keyboard, Transcriber handwriting recognition
Integrated Barcode scanner		No		Yes (800GLE and 800GXE)	No	No
Integrated Bluetooth		Yes		Yes	Yes	Yes
Integrated wireless LAN		Yes		Yes	Yes	Yes
Integrated cellular modem		No		Yes (800GX, 800GXC, and 800GXE)	No	Yes (Juno SC only)
Integrated camera		No		Yes (Except 800GL and 800GX)	No	Yes
Weight		0.80 kg / 1.76 lbs		0.56 kg / 1.2 lbs	0.58 kg / 1.28 lbs	0.24 kg / 0.54 lbs
Battery life	8.5 hours: Internal GPS, and backlight	10.5 hours: Internal GPS, and backlight	10.5 hours: Internal GPS, and backlight	15 hours	8 hours	8 hours: Internal GPS, and backlight
Ruggedness		Withstands 0.9 m / 3 ft drop		Withstands 1.2 m / 4 ft drop	Withstands 1.2 m / 4 ft drop	Durable, tumble tested 100 x 50 cm (1.64 ft) drop
Environmental		Dust-proof and resistant to heavy wind-driven rain per IP 65 standard		IP67 sealed against accidental immersion in water	IP67 sealed against accidental immersion in water	N/A
Operating temperature		-20 °C to 60 °C / -4 °F to 140 °F		-30 °C to 60 °C / -22 °F to 140 °F	-10 °C to 50 °C / 14 °F to 122 °F	0 °C to 60 °C / 32 °F to 140 °F

GPS RECEIVERS	GPS Pathfinder® ProXRT receiver	GPS Pathfinder ProXH™ receiver	GPS Pathfinder ProXT™ receiver	GPS Pathfinder XC receiver
Accuracy: post-processed	10 / 20 cm*	20 / 30 cm*	<1 m	2-5 m
Accuracy: real-time	10 / 30 cm*	<1 m	<1 m	N/A
H-Star technology-capable	Yes	Yes	No	No
GLONASS-capable	Yes (optional)	No	No	No
EVEREST multipath rejection	Yes	Yes	Yes	No
Integrated GPS receiver and antenna	No, Zephyr Model 2 antenna	Yes	Yes	Yes
Integrated SBAS	Yes	Yes	Yes	No
Integrated beacon	Optional Bluetooth Beacon receiver	Optional Bluetooth Beacon receiver	Optional Bluetooth Beacon receiver	No
Integrated OmniSTAR	Yes (VBS, XP, or HP capable)	No	No	No
NMEA output	No	Yes	Yes	Yes
RTCM input	Yes	Yes	Yes	No
Integrated Bluetooth	Yes (cabled connection for backpack configuration is recommended)	Yes	Yes	No
Weight	1.55 kg / 3.42 lbs: Includes GPS receiver and internal battery	0.53 kg / 1.16 lbs: Includes integrated GPS receiver, antenna, and battery	0.53 kg / 1.16 lbs: Includes integrated GPS receiver, antenna, and battery	34 g / 1.2 oz: Includes integrated GPS receiver and antenna
Battery life	13 hours	12 hours (8 hours with Zephyr™ antenna): Includes GPS and Bluetooth	12 hours: Includes GPS and Bluetooth	N/A: Powered by field computer
Ruggedness	Withstands 1 m / 3.28 ft drop	Withstands 1.22 m / 4 ft drop	Withstands 1.22 m / 4 ft drop	N/A
Environmental	IP67 for submersion to depth of 1 m / 3.28 ft	Wind-driven rain and dust resistant to IP54 standard	Wind-driven rain and dust resistant to IP54 standard	5 to 95 percent humidity, non-condensing
Operating temperature	-20 °C to +60 °C / -4 °F to 140 °F	-20 °C to 60 °C / -4 °F to 140 °F	-20 °C to 60 °C / -4 °F to 140 °F	-10 °C to 50 °C / 14 °F to 122 °F

\* Refer to datasheet for full details.



Current

# Manistee County Enhanced Access Fee Schedule

Amended May 20, 2003

Map fees cover the cost of equipment use, paper, and ink cartridges.

	<u>Black &amp; White</u>	<u>Color</u>
8 1/2" by 11"	\$2.50	\$3.00
11" by 17"	\$5.00	\$6.00
17" by 22" (C)	\$8.00	\$10.00
18" by 24"	\$8.00	\$10.00
22" by 34" (D)	\$12.00	\$15.00
20" by 36"	\$12.00	\$15.00
34" by 44"	\$28.00	\$35.00
Digital Data Sales, per Township:		
<u>Parcel Layer:</u>	\$55.00	
<u>Address Layer:</u>	\$33.09	
Digital Aerial Photograph Sales:		
<u>Per Section:</u>	\$11.00	

Custom map creation, as well as other GIS-related services, will be billed at \$35.00 per hour for GIS Analyst time.

Please contact Sue Wagner, Manistee County Planning Director, at 231.723.6041 to request GIS products / services.



*Proposed*

## Manistee County Enhanced Access Fee Schedule

Amended May 19, 2009

Map fees cover the cost of equipment use, paper, and ink cartridges.

	<u>Black &amp; White</u>	<u>Color</u>
8 1/2" by 11"	\$3.00	\$4.00
11" by 17"	\$6.00	\$8.00
17" by 22" (C)	\$9.00	\$12.00
18" by 24"	\$9.00	\$12.00
22" by 34" (D)	\$15.00	\$20.00
20" by 36"	\$15.00	\$20.00
34" by 44"	\$32.00	\$40.00
Digital Data Sales, per Township:		
<u>Parcel Layer:</u>	\$100.00	
<u>Address Layer:</u>	\$50.00	
Digital Aerial Photograph Sales:		
<u>Per 1/4 Section:</u>	\$100.00	

Custom map creation, as well as other GIS-related services, will be billed at \$40.00 per hour for GIS Analyst time.

Please contact Sue Wagner, Manistee County Planning Director, at 231.723.6041 to request GIS products / services.



GIFT OF LIFE



RECEIVED  
APR 20 2009

(APPENDIX F)  
MIDWEST  
EYE-BANKS

April 17, 2009

Thomas Kaminski  
Administrator  
415 Third Street  
Manistee, MI 49660-

\*\*\* THIRD NOTICE \*\*\*

County Chief Executive:

Gift of Life Michigan OPO and the Midwest Eye-Banks have long been part of a cooperative working relationship among your county's medical examiners and health care organizations to serve the transplant needs of Michigan residents. Section 9 of the Medical Examiner Code (MCL §52.209) requires that our relationship is strengthened through a signed agreement from your county. **The prepared agreement mailed to your county's attention in May 2006 and June 2007 has not resulted in any action taken as required under the law.**

Several important facts regarding organ/tissue donation and the law:

- 1.5 million Individuals in Michigan are registered on the Michigan Organ Donor Registry.
- Non-hospital deaths account for 50% of deaths which would otherwise be unidentified if not for the medical examiner.
- Additional costs related to the implementation of the law will be covered by Gift of Life Michigan.

**We need your county to adopt this resolution in order to serve the best interests of your residents in complying with their end of life wishes.** We encourage you to sign both copies of the agreement at your earliest convenience, and return one original to:

Burton J. Mattice  
Chief Operating Officer  
Gift of Life Michigan  
3861 Research Park Drive  
Ann Arbor, MI 48108

Questions regarding the agreement or modification to the agreement should be addressed to Burton J. Mattice at 1-800-482-4881.

A representative from Gift of Life Michigan will be contacting you to follow-up with your progress on this important matter.

Sincerely,

Richard Pietroski  
Executive Director  
Gift of Life Michigan

Kevin Ross  
President and CEO  
Midwest Eye-Banks

Enclosures (3)

Copy: Manistee County Chief Medical Examiner



**COUNTY OF MANISTEE**  
**2009/10 BUDGET CALENDAR**  
**10/1/09 through 9/30/10**

June 1, 2009	Budget packets distributed to all Departments and Courts.
June 1, 2009	Budget request forms sent to all appropriated agencies.
June 19, 2009	Completed budget request forms due in the County Controller/Administrator's Office.
June 19, 2009 - July 14, 2009	Tentative budget recommendations prepared by the County Controller/Administrator's Office.
July , 2009	County Board of Commissioners Study Session on Tentative Budget.
July , 2009	Tentative budget recommendations reviewed by the Ways & Means Committee.
July 24, 2009 - Aug. 11, 2009	Department/Court/Agency review of recommendations. Budget hearings take place with the Ways & Means Committee. Tentative adjustments, if necessary, are made to the recommended tentative budget.
Aug. 18, 2009	County Board of Commissioners adopt a tentative budget.
Aug. 19, 2009 - Sept. 14, 2009	Tentative budget available for public review, additional budget hearings with the Ways & Means Committee held, if necessary. Adjustments to tentative budget recommended by the Ways & Means Committee, if necessary.
Sept. 7, 2009 - Sept. 14, 2009	County Board of Commissioners receive a copy of recommended adjustments to the tentative budget for review prior to the Board Meeting and hold a Study Session.
Sept. 15, 2009	Public Hearing on the 2009/10 budget held during the County Board Meeting. Board adopts final 2009/10 budget and General Appropriations Act resolution.